

VACANCY NOTICE

CS-376

REV(11/01)

FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

Description of Position	TITLE OF POSITION: Casework Supervisor	CLASSIFICATION CODE: 02824300
	SALARY RANGE: (A26) \$41566 - 48122	REFERENCE POSITION NO.: 1255-10000-2034
	Department of Human Services	APPLICATION PERIOD: 1/16/07 - 1/22/07
	Division/Section/Unit Management Svs./GPA	GRACE PERIOD ENDS 1/25/2007
	Assignment(s) / Comments	
	Shift and Days: Monday - Friday 8:30 - 4:00	Job Location: Providence GPA with Statewide
	Restrictions/Limitations: None	Coverage Responsibilities
	Position Covered By Collective Bargaining Union Agreement	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	Name of Bargaining Unit Union: RIASSE, Local 580	
	There is* <input type="checkbox"/> is not <input checked="" type="checkbox"/> a Civil Service List for this position	See A/B or Both for Specific Instructions
* NOTE: If there is a list, only laterals (employees with the same title) or individuals certified by OPA may be appointed to this position.		
General Information to Candidate	INSTRUCTIONS:	
	A. STATE EMPLOYEE LATERAL BIDDER: Bids are now being accepted for the position(s) indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Action Card. Remember to include, either <u>on the application</u> or <u>within a cover letter</u> , both the File Position Title and Number.	
	Most Important - Please include the following information:	
	<ul style="list-style-type: none"> The title of the position for which you are applying Title of your present position and date you entered it Date you entered State service 	<ul style="list-style-type: none"> Name of department where you are currently employed Your business telephone number Present Union Affiliations
	*** In certain agencies, bargaining union applicants will receive preferential consideration according to contract.	
	B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT:	
	If indicated above that no civil service list exists for this position, you need not be in the class of position, or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all the questions on the application form, you may delay consideration of your application.	
	C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS	
	<ul style="list-style-type: none"> Reasonable Accommodations: If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for therefore the position. Medical Information: Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA). 	
	Statement of Duties	DUTIES / RESPONSIBILITIES:
Duties will include supervising Social Caseworkers, Eligibility Technicians and clerical staff who provide services to persons applying for GPA. Staff within this unit also process applications for expedited food stamps, Title XIX MA, and burial assistance. The Supervisor of this unit will also be responsible for completing GPA medical disability decisions, recommending approval or denial for hardship monies, and overseeing and assisting line staff with all on-going unit functions. All GPA supervisors may assist with statewide coverage of other statewide GPA units, and are required to perform all program functions as determined by the GPA Administrator.		
Minimum Education &	EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS:	
	<u>Education:</u> possession of a Bachelor's degree from an accredited institution of higher education; and	
	<u>Experience:</u> at least two years employment as a full-time Social Caseworker in a public or voluntary social agency which has required responsibility for the application of the principles, practices and techniques of social casework to cases or problems which are complex and varied in nature.	
	<u>Note:</u> One year of graduate training from an accredited school of social work may be substituted for one year of above experience.	
Where to Apply	Apply within the application period as shown on this announcement. NOTE: Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office does not assume responsibility for applications sent through the mail. SEND RESUME or CS-14 Application to:	
	Tammy L. Lonardo	Telephone #: 401-462-2481
	Dept of Human Services/Office of Human Resources	Fax #: 401-462-2041
	600 New London Avenue	TTY/TDD #: 401-462-3363
	Cranston, RI 02920	(Telecommunication Device for the Deaf)



STATE OF RHODE ISLAND IS AN EQUAL OPPORTUNITY/DIVERSITY EMPLOYER